

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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PUBLIC RECORDS

17 OCT -4 PM 5:02

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Pew Charitable Trusts

Travel date(s): September 15-17, 2017

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$116.27	\$286.00	\$128.00	

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Friday evening historian Alexander Rose spoke to our group. Saturday Peter and Susan Glaser presented to the group about navigating high-stakes conversations with staff, the lunch speaker was Larry Sabato, the afternoon presentations were on the state of the news media by Amy Mitchell from Pew Research Center and on how technology, robotics and automation may affect the US economy in the future by David Pogue with Yahoo Technology. The dinner speaker was Gov Terry McAuliffe. On Sunday Senator Keine address our group at breakfast, and we had a presentation by politicians Bill McInturff and Geoff Garin and a presentation by Marc Behrstone of the Miller Center at UVA on presidential recordings throughout history.

10/4/2017 Allison Herwitt  
(Date) (Printed name of traveler)

Allison Herwitt  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/4/17  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors): The Pew Charitable Trusts
  2. Description of the trip: Senate Chiefs of Staff Management and Leadership Conference
  3. Dates of travel: September 15-17, 2017
  4. Place of travel: Richmond, VA
  5. Name and title of Senate invitees: Chiefs of Staff (see attached list)
  6. I *certify* that the trip fits one of the following categories:
    - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
    - OR –
    - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
    - AND –
    - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:
    - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
    - AND –
    - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- OR -

- OR -

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

**The Pew Charitable Trusts is the sole organizer and sponsor of this trip.**

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attachment.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$73.57/roundtrip	\$286	\$128	
<input type="checkbox"/> Actual Amounts	\$44.51/local transportation			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip has been arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Richmond was selected due to its close proximity to Washington, DC and its historical significance.

19. Name and location of hotel or other lodging facility:

The Jefferson Hotel, 101 W. Franklin Street, Richmond, VA 23220

20. Reason(s) for selecting hotel or other lodging facility:

The Jefferson Hotel can provide the necessary meeting space for the planned seminars and can provide the required number of guest rooms to accommodate the group.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meals are at the per diem rate for Richmond, VA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation to Richmond will be provided via Amtrak using the lowest coach fare. Transportation back to Washington, DC, will be via coach bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: David W. Gilliland

Name and Title: David Gilliland, Officer

Name of Organization: The Pew Charitable Trusts

Address: 901 E Street, NW, 10th Floor, Washington, DC, 20004

Telephone Number: (202) 552-2145

Fax Number: (202) 552-2299

E-mail Address: dgilliland@pewtrusts.org

Addendum to Private Sponsor Travel Certification Form, The Pew Charitable Trusts  
Management and Leadership Conference, September 15-17, 2017

1-10. See form

11. See attachment.

12. See form.

13. Through both its information and advocacy work, The Pew Charitable Trusts seeks to inform and advance the development of sound public policy in the United States, as well as to strengthen the institutions that form the foundations of our democracy. A major component of this ongoing strategy has been to help create an environment in which policy makers can productively deliberate important issues of the day. The purpose of the conference is to provide a collaborative environment for the chiefs of staff to learn from experts and discuss issues of importance to an effective legislative process.

14. The Pew Charitable Trusts has directly sponsored congressional travel. This will be the sixth Senate chiefs of staff conference hosted by Pew (2007, 2009, 2011, 2014, 2015). In the past, the Pew Charitable Trusts has also funded other institutions via grants to conduct their educational programs and some of these programs may have included congressional travel.

15. The Pew Charitable Trusts is driven by the power of knowledge to solve today's most challenging problems. Pew applies a rigorous, analytical approach to improve public policy, inform the public and invigorate civic life. We partner with a diverse range of donors, public and private organizations and concerned citizens who share our commitment to fact-based solutions and goal-driven investments to improve society. Pew issues dozens of research reports each year to educate the public and policy makers. Pew also sponsors convenings of researchers and experts to examine various issues of public policy and civic life.

16. See form.

17. See form.

18. See form.

19. See form.

20. See form.

21. See form.

22. See form.

23. See form.

24. See form.

25. See form.

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## Senate Chiefs of Staff Conference Itinerary Richmond, Virginia / September 15-17, 2017

### Friday, September 15, 2017

- 2:30pm Depart Union Station via Amtrak 95 (coach fare)
- 5:15pm Arrive 30<sup>th</sup> Main Street Station, Richmond
- 5:30pm Travel via bus to Jefferson Hotel, 101 W. Franklin Street
- 5:40pm Arrive Jefferson Hotel, check in (GSA per diem rate)
- 7:30-9:30pm Dinner with keynote speaker Historian Alexander Rose, author of *Washington's Spies: The Story of America's First Spy Ring* (now the TV show "Turn: Washington's Spies"). (We will also review of the goals of the weekend conference agenda.)

### Saturday, September 16, 2017

- 8:30-9:30am Breakfast at your leisure, Jefferson Hotel
- 9:30-11:30am **Breakthrough Communication: Navigating High-Stakes Conversations, Peter and Susan Glaser**  
Communication skills are the first step in developing strong relationships, making quality decisions, and creating high performance teams. But, most importantly, communication can serve as a tool to constructively manage conflict. This training is rooted in the Glasers' 39 years of field-tested and published research on interpersonal communication and leadership development. Participants learn seven communication models to understand and transform high-stakes conversations into a powerful and effective stimulus for change.
- 11:30am-12:00pm Break
- 12:00-1:15pm Lunch with speaker Larry Sabato, the University of Virginia.
- 1:15-2:30pm **State of the News Media, Amy Mitchell, Pew Research Center**  
Eight years after the Great Recession sent the U.S. newspaper industry into a tailspin, the pressures facing America's newsrooms have intensified to nothing less than a reorganization of the industry itself, one that impacts the experiences of even those news

consumers unaware of the tectonic shifts taking place. Amy Mitchell will brief chiefs on the annual "State of the News Media" report and its implications on public policy.

2:45-3:30pm

**How Technology, Robotics and Automation May Affect the U.S. Economy in the Future**, David Pogue, Yahoo Technology  
David Pogue is the tech critic for Yahoo Finance, and was previously the personal-technology columnist for the New York Times for 13 years. He's also a monthly columnist for Scientific American and host of science shows on PBS's "NOVA," and a correspondent for "CBS Sunday Morning" since 2002.

6:00pm

Buses depart for Governor's Mansion

6:15pm

Arrive Governor's Mansion, Capitol Square

6:30-8:00pm

Reception and dinner— Keynote remarks by Gov. Terry McAuliffe

8:00pm

Buses Depart for Jefferson Hotel

#### **Sunday, September 17, 2017**

8:00-9:00am

Breakfast at your leisure, Jefferson Hotel - Bag Call

9:00-10:00am

**It's the Economy** - Bill McInturff, Public Opinion Strategies, and Geoff Garin, Hart Research  
Pollsters McInturff and Garin will explore Americans' attitudes and views regarding jobs, the economy and the current state of the "American Dream" to better inform chiefs of staff as they tackle legislation in these areas.

10:15-12:00pm

**Presidential Recordings – The Executive/Legislative Branch Relationship Through History**, the Miller Center at UVA  
To assist chiefs in gaining a better understanding of effective working relationships between the legislative and executive branches, this session will explore the interactions between the president and Senate leadership over the years through the Miller Center's exhaustive collection of Oval Office recordings from Kennedy through Nixon.

12:00pm

Pick up box lunches

12:15pm

Buses depart Jefferson Hotel for Washington

3:00pm (approx.)

Arrive U.S. Capitol

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## Bipartisan Senate Chiefs of Staff Conference

Richmond, Virginia | September 15-17, 2017



# Conference Schedule

### Friday, September 15, 2017

- 2:30pm Depart Union Station via Amtrak 95 (coach fare)
- 5:15pm Arrive Main Street Station, Richmond
- 5:30pm Travel via bus to Jefferson Hotel, 101 W. Franklin Street
- 5:40pm Arrive Jefferson Hotel, check in (GSA per diem rate)
- 7:30-9:30pm Dinner with keynote speaker **Historian Alexander Rose**, author of *Washington's Spies: The Story of America's First Spy Ring* (now the TV show "Turn: Washington's Spies"). Review agenda and goals of conference. (Empire Room)

### Saturday, September 16, 2017

- 8:30-9:30am Breakfast at your leisure, Jefferson Hotel (Rotunda)
- 9:30-11:30am **Breakthrough Communication: Navigating High-Stakes Conversations, Peter and Susan Glaser**  
Communication skills are the first step in developing strong relationships, making quality decisions, and creating high performance teams. But, most importantly, communication can serve as a tool to constructively manage conflict. This training is rooted in the Glasers' 39 years of field-tested and published research on interpersonal communication and leadership development. Participants learn communication models to understand and transform high-stakes conversations into a powerful and effective stimulus for change. (Grand Ballroom)
- 11:30am-12:00pm Break
- 12:00-1:15pm Lunch with speaker **Larry Sabato**, the University of Virginia. (Ginter Gallery)
- 1:15-2:30pm **State of the News Media, Amy Mitchell, Pew Research Center**  
Eight years after the Great Recession sent the U.S. newspaper industry into a tailspin, the pressures facing America's newsrooms have intensified to nothing less than a reorganization of the industry itself, one that impacts the experiences of even those news consumers unaware of the tectonic shifts taking place. Amy Mitchell will brief chiefs on the annual "State of the News Media" report and its implications on public policy. (Grand Ballroom)

2:30-2:45pm	Break
2:45-3:45pm	<b>How Technology, Robotics and Automation May Affect the U.S. Economy in the Future, David Pogue, Yahoo Technology</b> David Pogue is the tech critic for Yahoo Finance, and was previously the personal-technology columnist for the New York Times for 13 years. He's also a monthly columnist for Scientific American and host of science shows on PBS's "NOVA," and a correspondent for "CBS Sunday Morning" since 2002. (Grand Ballroom)
6:00pm	Buses depart for Governor's Mansion
6:15pm	Arrive Governor's Mansion, Capitol Square
6:30-8:00pm	Reception - <b>Remarks by Gov. Terry McAuliffe</b>
8:00pm	Buses Depart for Jefferson Hotel

### Sunday, September 17, 2017

8:00-9:00am	Breakfast at your leisure, Jefferson Hotel - Bag Call (Empire Room)
9:05-9:15am	Greeting from <b>Senator Tim Kaine</b> (Grand Ballroom)
9:15-10:15am	<b>It's the Economy - Bill McInturff, Public Opinion Strategies, and Geoff Garin, Hart Research</b> Pollsters McInturff and Garin will explore Americans' attitudes and views regarding jobs, the economy and the current state of the "American Dream" to better inform chiefs of staff as they tackle legislation in these areas. (Grand Ballroom)
10:15-12:00pm	<b>Presidential Recordings – The Executive/Legislative Branch Relationship Through History, Marc Selverstone, the Miller Center at UVA</b> To assist chiefs in gaining a better understanding of effective working relationships between the legislative and executive branches, this session will explore the interactions between the president and Senate leadership over the years through the Miller Center's exhaustive collection of Oval Office recordings from Kennedy through Nixon. (Grand Ballroom)
12:00pm	Pick up box lunches
12:15pm	Buses depart Jefferson Hotel for Washington
3:00pm (approx.)	Arrive Union Station parking garage



## Bipartisan Senate Chiefs of Staff Conference

### The Pew Charitable Trusts

Invites You and Your Spouse  
To the 6th Biennial

#### **Senate Chiefs of Staff Management and Leadership Conference**

Richmond, Virginia  
September 15-17, 2017

The Pew Charitable Trusts will host a conference for the Senate Chiefs of Staff from September 15-17, 2017, in Richmond, Virginia. It promises to be an engaging weekend where you can learn from some of the most interesting speakers on management, leadership, and civility today. A copy of the draft agenda is [attached](#).

We will depart Union Station on Friday, September 15, at 2:30 p.m., on a reserved Amtrak car and return via bus on Sunday, September 17, arriving back at the Capitol at approximately 2:15 p.m. Chiefs' expenses (minus alcohol and entertainment) are covered by The Pew Charitable Trusts. We invite your spouse to attend, however you must reimburse Pew for those expenses (estimated at around \$250).

Please [click here](#) to register, and we look forward to seeing you in historic Richmond this fall!

Tamera Luzzatto  
Senior Vice President, Government Relations  
The Pew Charitable Trusts  
[tluzzatto@pewtrusts.org](mailto:tluzzatto@pewtrusts.org)  
(202) 540-6501

*The Pew Charitable Trusts makes every effort to comply with federal, state, and local government ethics rules, including when hosting events. Please make sure that your participation is consistent with applicable ethics rules.*

The Pew Charitable Trusts  
901 E St. NW, Washington, DC 20004  
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List of invited staff for

## Management and Leadership Conference

Richmond, VA

September 15-17, 2017

Sponsored by The Pew Charitable Trusts

Senator	State	First	Last
Alexander	TN	David	Cleary
Baldwin	WI	Bill	Murat
Barrasso	WY	Dan	Kunsman
Bennet	CO	Jonathan	Davidson
Blumenthal	CT	Laurie	Rubiner
Blunt	MO	Stacy	McBride
Booker	NJ	Matt	Klapper
Boozman	AR	Helen	Tolar
Brown	OH	Sarah	Benzing
Burr	NC	Natasha	Hickman
Cantwell	WA	Travis	Lumpkin
Capito	WV	Joel	Brubaker
Cardin	MD	Chris	Lynch
Carper	DE	Bill	Ghent
Casey	PA	Kristen	Gentile
Cassidy	LA	James	Quinn
Cochran	MS	Brad	White
Collins	ME	Steve	Abbott
Coons	DE	Adam	Bramwell
Corker	TN	Todd	Womack
Cornyn	TX	Beth	Jafari
Cornyn	TX	Monica	Popp
Cortez Masto	NV	Scott	Fairchild
Cotton	AR	Doug	Coutts
Crapo	ID	Susan	Wheeler
Cruz	TX	David	Polyansky
Daines	MT	Jason	Thielman
Donnelly	IN	Joel	Elliott
Duckworth	IL	Kaitlin	Fahey
Duckworth	IL	Kalina	Bakalov
Durbin	IL	Patrick	Souders
Enzi	WY	Tara	Shaw
Ernst	IA	Lisa	Goeas
Feinstein	CA	Steve	Haro
Fischer	NE	Joe	Hack
Flake	AZ	Chandler	Morse



Franken	MN	Jeff	Lomonaco
Gardner	CO	Natalie	Rogers
Gillibrand	NY	Jess	Fassler
Graham	SC	Richard	Perry
Grassley	IA	Jill	Kozeny
Harris	CA	Nathan	Barankin
Hassan	NH	Marc	Goldberg
Hatch	UT	Matt	Sandgren
Heinrich	NM	Joe	Britton
Heitkamp	ND	Tessa	Gould
Heller	NV	Mac	Abrams
Hirono	HI	Betsy	Lin
Hoeven	ND	Ryan	Bernstein
Inhofe	OK	Luke	Holland
Isakson	GA	Joan	Kirchner Carr
Johnson	WI	Tony	Blando
Kaine	VA	Mike	Henry
Kennedy	LA	Preston	Robinson
King	ME	Kay	Rand
Klobuchar	MN	Brigit	Helgen
Lankford	OK	Greg	Slavonic
Leahy	VT	JP	Dowd
Lee	UT	Allyson	Bell
Manchin	WV	Pat	Hayes
Markey	MA	Paul	Tencher
McCain	AZ	Truman	Anderson
McCaskill	MO	Julie	Dwyer
McConnell	KY	Phil	Maxson
McConnell	KY	Sharon	Soderstrom
Menendez	NJ	Fred	Turner
Merkley	OR	Michael	Zamore
Moran	KS	Brennen	Britton
Murkowski	AK	Mike	Pawlowski
Murphy	CT	Allison	Herwitt
Murray	WA	Mike	Spahn
Nelson	FL	Susie	Perez Quinn
Paul	KY	William	Henderson
Perdue	GA	Derrick	Dickey
Peters	MI	Eric	Feldman
Portman	OH	Mark	Isakowitz
Reed	RI	Neil	Campbell
Risch	ID	John	Sandy
Roberts	KS	Jackie	Cottrell

<b>Rounds</b>	<b>SD</b>	<b>Rob</b>	<b>Skjonsberg</b>
<b>Rubio</b>	<b>FL</b>	<b>Clint</b>	<b>Reed</b>
<b>Sanders</b>	<b>VT</b>	<b>Michaelleen</b>	<b>Crowell</b>
<b>Sasse</b>	<b>NE</b>	<b>Raymond</b>	<b>Sass</b>
<b>Schatz</b>	<b>HI</b>	<b>Andrew</b>	<b>Winer</b>
<b>Schumer</b>	<b>NY</b>	<b>Mike</b>	<b>Lynch</b>
<b>Schumer</b>	<b>NY</b>	<b>Erin</b>	<b>Vaughn</b>
<b>Scott</b>	<b>SC</b>	<b>Jennifer</b>	<b>DeCasper</b>
<b>Shaheen</b>	<b>NH</b>	<b>Maura</b>	<b>Keefe</b>
<b>Shelby</b>	<b>AL</b>	<b>Katie</b>	<b>Britt</b>
<b>Stabenow</b>	<b>MI</b>	<b>Matt</b>	<b>VanKuiken</b>
<b>Strange</b>	<b>AL</b>	<b>Kevin</b>	<b>Turner</b>
<b>Sullivan</b>	<b>AK</b>	<b>Joe</b>	<b>Balash</b>
<b>Tester</b>	<b>MT</b>	<b>Aaron</b>	<b>Murphy</b>
<b>Thune</b>	<b>SD</b>	<b>Ryan</b>	<b>Nelson</b>
<b>Tillis</b>	<b>NC</b>	<b>Ted</b>	<b>Lehman</b>
<b>Toomey</b>	<b>PA</b>	<b>Dan</b>	<b>Brandt</b>
<b>Udall</b>	<b>NM</b>	<b>Bianca</b>	<b>Ortiz Wertheim</b>
<b>Van Hollen</b>	<b>MD</b>	<b>Karen</b>	<b>Robb</b>
<b>Warner</b>	<b>VA</b>	<b>Mike</b>	<b>Harney</b>
<b>Warren</b>	<b>MA</b>	<b>Dan</b>	<b>Geldon</b>
<b>Whitehouse</b>	<b>RI</b>	<b>Sam</b>	<b>Goodstein</b>
<b>Wicker</b>	<b>MS</b>	<b>Michelle</b>	<b>Richardson</b>
<b>Wyden</b>	<b>OR</b>	<b>Jeff</b>	<b>Michels</b>
<b>Young</b>	<b>IN</b>	<b>John</b>	<b>Connell</b>